



## KINOULTON VILLAGE HALL

### CHECKLIST FOR HIRERS OF THE VILLAGE HALL

*(This document forms part of the standard terms and conditions of hire)*

Please could we ask all Hirers to leave the premises in good condition, ready for the next user, ensuring the following has been completed:

1. Sweep, mop or vacuum the floors. (Cleaning equipment will be found in the cleaning cupboard – key on board in kitchen.)
2. Make sure tables and chairs are clean, and returned to where found.
3. Check that all taps in the toilets are turned off, and that the toilets are clean.
4. Check that all taps in the kitchen are turned off, and that the refrigerators (if used) are empty and clean.
5. Turn off the water heater switch, but DO NOT turn off the oven electric switch.
6. Please wash and dry all tableware and put away where found.
7. Ensure dishwasher (if used) is emptied and cleaned.
8. Recycle all possible material in the appropriate bins. Non-recyclable rubbish should be placed in the large industrial bins outside.
9. Check that all doors, fire doors and windows are securely closed.
10. Switch off all lights. (The toilet lights are on a time delay switch and will go off automatically.)
11. Please ensure all personal belongings are removed.
12. After locking the outer doors return the key to the key safe, if appropriate.

If any problems have been encountered in the Hall, please fill in a form available on the kitchen noticeboard. Thank you for your co-operation.

February 2023